

# NICE Collaborating Centre for Social Care

**Social care of older people with multiple long-term conditions  
Guideline Committee meeting 12 – 29<sup>th</sup> July 2015  
SCIE Offices**

## *Minutes*

<b>Guideline Development Group Members</b>	
<b>Name</b>	<b>Role</b>
Ann MacFarlane (AM)	Service user
Ann Workman (AW)	Local authority manager
Belinda Black (BBI)	Care home provider
Bernard Walker (BW)	GC Chair
Beth Britton (BBr)	Carer
Chris Wood (CW)	Researcher
Deborah Read (DRe)	Social Worker
Diana Robinson (DRo)	Service user and carer
Gillian Crosby (GC)	Researcher
Janet Reynolds (JR)	Social Worker
Jeremiah Kelleher (JK)	Local authority manager
Karin Tancock (KT)	Occupational Therapist
Kevin Minier (KM)	Carer
Lelly Oboh (LO)	Consultant Pharmacist

The NCCSC is a collaboration led by SCIE



Maggie Winchcombe (MW)	Occupational Therapist
Philippa Thompson (PTh)	Home care provider

<b>Other invitees</b>		
<b>Name</b>	<b>Role</b>	<b>Organisation</b>
Amanda Edwards (AE)	NCCSC Director	NCCSC (SCIE)
Beth Anderson (BA)	Senior Lead	NCCSC (SCIE)
Naila Dracup (ND)	Information Specialist	NCCSC (SCIE)
Palida Teelucknavan (PTe)	Project Manager	NCCSC (SCIE)
Joanna Lenham (JL)	Dissemination and Adoption Lead	NCCSC (SCIE)
Marija Trachtenberg (MT)	Economist	NCCSC (PSSRU)
Nick Staples (NS)	Project Manager	NICE
Jaimella Espley (JE)	Editor	NICE

<b>No</b>	<b>Agenda Item</b>	<b>Minutes for NICE website</b>	<b>Action/Owner</b>
1.	<b>Welcome and apologies and potential conflict of interest.</b>	AE chaired the first half of the meeting on behalf of BW. AE welcomed all attendees to the meeting and there were no apologies.  There were no new declaration of interests.	
2.	<b>Minutes and matters arising from the last meeting</b>	Some typos were noted on page 4 and 9.  JK would like his DOI to be updated to include that he is now retired. He is also currently undertaking voluntary work not paid work so this also needs to be corrected in the list of DOIs.	<b>Action 1: PT to amend JK's DOI and also check that the DOI table on the NICE website is up to date and correct.</b>
3.	<b>Update on older people focus group</b>	JL provided an update on the consultation work with older people and a final report was produced and circulated.	
4.	<b>Reviewing comments on recommendations</b>	The committee reviewed the stakeholder comments in relation to the recommendations and suggested some changes.	<b>Action 2: NCC to amend recommendations accordingly and check wording with BW. These will then be circulated to the GC.</b>

5.	<b>Implementation</b>	<p>JL provided an update around key implementation issues and what the next steps were in terms of how we implement the guideline.</p> <p>The committee then discussed ideas around the following key areas:</p> <ol style="list-style-type: none"> <li>1. Priority areas</li> <li>2. Needs assessment</li> <li>3. Support plan</li> </ol> <p>Committee members can also assist with drafting the support plan. Members to contact JL directly if they would like to help with this.</p> <p>Committee members who have volunteered so far are: AM, PTh, BBI, JR &amp; JK.</p>	<b>Action 3: GC members to contact JL for involvement with drafting the support plan.</b>
6.	<b>AOB &amp; Next steps</b>	<p>BA informed members of the next steps of finalising the guideline leading up to publication.</p> <p>For any queries on the pathway and Information for the Public please contact JE.</p> <p>BW formally thanked the NCC team for all their hard work.</p>	